



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director

April 3, 2006

MEMORANDUM

TO: Area Directors

FROM: Mike Moseley *mm/w*

RE: CDW Changes

In response to the changing data requirements under Mental Health Reform, the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services has reviewed all existing data reporting requirements to the Division's Client Data Warehouse (CDW). After a thorough review that incorporated staff from the Quality Management Team and the Information Systems Team, a new set of reporting requirements have been established that will be effective July 1, 2006. These changes will be effective with all data that carries a transaction date (admission date, effective date, etc.) of July 1, 2006 and thereafter.

Highlights of some of the changes include:

- (1) Additional data fields added to the screening record (record type 71) This change will allow a more comprehensive set of information on clients who are screened and deemed to have a MH/DD/SAS problem.
- (2) Clarification of the Division's episode completion (discharge) policy for clients who are no longer receiving services. This policy is extremely important to the implementation of a uniform method for closing records for clients who are not receiving services.

A complete detailing of all changes may be found in the new CDW Data Dictionary Version 1.7 and the new CDW Technical Specification Version 1.9. These documents may be found on the Division's web page. <http://www.dhhs.state.nc.us/mhddsas/manuals/index.htm> under other APS documents.



A series of five regional based trainings were held (February-March 2006) in Raleigh, in which topics related to CDW data submission under Mental Health Reform, data requirements for Performance Contracts, NCTOPPS reporting and use of the DHHS web based client data warehouse were discussed. The new reporting requirements were discussed with attendees from the LMEs (MMIS coordinators, Health Information managers, etc.) as well as staff from the North Carolina Council.

Please review the new data dictionary and technical specifications carefully. Should you have questions or need additional information please contact Deborah Merrill at Deborah.Merrill@ncmail.net or Jeannette Barham at Jeannette.Barham@ncmail.net

Thank you for supporting the Division's efforts to collect the necessary information to move ahead with mental health reform and to be able to respond to Federal and Legislative requests for data.

Ddm

cc: Carmen Hooker Odom
Allen Dobson, MD
Executive Leadership Team
Management Leadership Team
State Facility Directors
Carol Duncan Clayton
Patrice Roesler
MH Commission Chair
Coalition 2001 Chair
SCFAC Chair

